

Missouri Department of Health & Senior Services

Bureau of Community Food and Nutrition Assistance

Summer Food Service Program

2006 Training Schedule

The Missouri Department of Health & Senior Services, Bureau of Community Food and Nutrition Assistance will be offering training for sponsors of the Summer Food Service Program (SFSP).

Sponsors who have participated previously in the SFSP may attend one of the previous sponsor training sessions. These sessions will only cover program changes for 2006.

For sponsors who did not participate in the SFSP last year, it is mandatory that you attend one of the new sponsor training sessions. It is strongly recommended that sponsors who have new personnel administering the SFSP also attend the new sponsor training session. These sessions provide a more comprehensive overview of the SFSP.

AGENDA	
PREVIOUS SPONSOR TRAINING	NEW SPONSOR TRAINING
<u>TOPICS</u> Introductions Policy Review 2006 Outreach and Nutrition Education Making Changes Record Keeping Review Meal Service Requirements Review Completing the SFSP Application Completing the Claim for Reimbursement Commodities Monitoring Wrap-up Evaluation and Adjourn Enrolled Sites Only – Income Eligibility Review	<u>TOPICS</u> Introduction to the SFSP Sponsor and Site Eligibility Requirements Record-keeping Requirements SFSP Meal Pattern/Meal Service Requirements Production/Inventory Records Completing the SFSP Application/Calculating SFSP Reimbursement MDHSS Monitoring of SFSP Sponsors – What to Expect Commodities Making Changes Completing the Claim for Reimbursement Civil Rights Requirements/Appeal Procedures Tips for Increasing Participation Evaluation/Adjourn Enrolled Sites Only – Income Eligibility Forms

Please complete the following registration information and return it to our office at least one week prior to the training date of your choice. You may mail it to the Missouri Department of Health & Senior Services, Community Food and Nutrition Assistance, P.O. Box 570, Jefferson City, MO 65102, or call toll-free at 888-435-1464 or fax it to us at 573-526-3679. Relay Missouri for Hearing and Speech Impaired 1-800-735-2966

Name(s) of attendee(s): _____

Organization: _____

Address: _____

Phone Number: _____

Fax Number: _____

Date, location & time you plan to attend training: _____

(See dates and locations on reverse.)

TRAINING DATES AND LOCATIONS

PREVIOUS SPONSOR TRAINING	
DATES	LOCATIONS
March 6, 2006 & April 7, 2006 9:00a.m. – 12:00p.m.	Missouri Department of Health and Senior Services Wild Birch Conference Room 930 Wildwood Jefferson City, MO
March 2, 2006 & April 5, 2006 9:00a.m. – 12:30p.m.	Northwestern District Health Office 3717 S. Whitney Avenue Independence, MO
March 3, 2006, March 10, 2006 & April 14, 2006 9:30a.m. – 1:00p.m.	Eastern District Health Office 220 South Jefferson St. Louis, MO
March 3, 2006 & April 14, 2006 9:30a.m. – 12:30p.m.	Cape Girardeau Area Health Office 710 Southern Expressway, Suite B Cape Girardeau, MO
February 27, February 28, 2006 & March 13, 2006 9:00a.m. – 12:00p.m.	Southwestern District Health Office 1414 West Elfindale Springfield, MO
March 8, 2006 10:00 a.m. – 1:00 p.m.	Southwest Baptist University Mountain View, MO
NEW SPONSOR TRAINING	
DATES	LOCATIONS
March 10, 2006 & April 3, 2006 9:00a.m. – 3:00p.m.	Missouri Department of Health and Senior Services Wild Birch Conference Room 930 Wildwood Jefferson City, MO
March 14, 2006 & April 13, 2006 9:00a.m. – 3:00p.m.	Southwestern District Health Office 1414 West Elfindale Springfield, MO
March 17, 2006 & April 4, 2006 9:00a.m. – 3:00p.m.	Cape Girardeau Area Health Office 710 Southern Expressway, Suite B Cape Girardeau, MO

**For directions or additional information, please call our toll free number at 888-435-1464.
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